

Bernard Stark

W. A. SHEAFFER PEN COMPANY

FORT MADISON, IOWA, U. S. A.

Open House
August, • 1952



Departments of the Factory and Office, in Tour Order

PLATING AND POLISHING DEPARTMENT — Electro plates 14K gold, chromium, nickel and copper on metal parts for all our products. Also cleans and polishes metal parts.

BOILER ROOM (SIDE TOUR) — Provides heat for entire plant; operates water filtering and chlorination process for all water used throughout the building; huge air compressors and main electrical switchboard also in this section.

MOLDING DEPARTMENT — Molds all pen, pencil, Stratowriter and desk set molded parts.

METAL FABRICATING DEPARTMENT — Cuts and forms metal parts for use in all Sheaffer writing instruments.

DESK STAND DEPARTMENT — Drills and assembles all bases for use with Sheaffer desk pens.

SHIPPING DEPARTMENT — Ships Sheaffer pens, pencils, Stratowriters and desk sets to the four corners of the world.

TOOL AND DIE MAINTENANCE — Maintains tools, dies and machinery at peak efficiency for all departments.

SERVICE DEPARTMENT — Reconditions all pens, pencils, Stratowriters and desk sets sent in for service.

MEDICAL DEPARTMENT (SIDE TOUR) — Plant nurse on duty at all times. A modern four room industrial facility for aid to any employee who is ill or injured.

STOCK AND WAREHOUSE DIVISION — Stores supplies in Sheaffer warehouses until requisitioned by the various departments of the Company.

RECEIVING DEPARTMENT — All shipments received by Sheaffers are cleared through this department.

CAFETERIA — Serves snacks or full meals for Sheaffer employees at rest periods and noon hours.

- PLANT MAINTENANCE (SIDE TOUR)** — Keeps all Sheaffer buildings, utilities and installations in good repair and functioning properly.
- INSPECTION AND QUALITY CONTROL** — All incoming merchandise and all parts in process from one department to another must pass the rigid standards of this department.
- GENERAL FACTORY OFFICES** — Assistant Works Manager and Superintendent of Manufacturing, Assistant Superintendent of Manufacturing, Chief Engineer, Product Engineer.
- DRAFTING DEPARTMENT** — Tool and product design, tracings, prints, lay-outs, photography, etc.
- METHODS DEPARTMENT** — Analyze and develop methods for improving operations and productions.
- PILOT LINE** — For proving new methods prior to introduction into production departments.
- PLASTIC FABRICATING DEPARTMENT** — Processes molded pen caps and barrels into finished pen holders (less points).
- AIR-CONDITIONING ROOM (PENTHOUSE SIDE TOUR)** — Main equipment for air-conditioning the building, every room and floor of which is scientifically controlled throughout every season of the year.
- GOLD NIB DEPARTMENT** — Manufactures Iridium tipped 14K gold pen points from an alloy of 24K gold, pure silver and copper.
- PEN ASSEMBLY DEPARTMENT** — Assembles pen points into holders to make finished pens ready for shipping.
- PENCIL DEPARTMENT** — Manufactures complete mechanism and assembles molded pencil caps and barrels into finished pencils ready for shipping.
- AUDITORIUM** — Equipped with theater-type upholstered seats for conducting all large meetings within the Company.
- SALES DEPARTMENT** — Section devoted to communications with each Sheaffer salesman, routings, expense accounts, quotas, etc.
- EXECUTIVE OFFICES** — For members of top management.

- ADVERTISING DEPARTMENT** — Arranges for all Sheaffer advertising by newspaper, magazine, radio and television.
- STENOGRAPHIC DEPARTMENT** — General typing for any department requiring these services.
- PRODUCTION CONTROL (PLANNING)** — Schedules production of all parts from raw materials stage to finished merchandise.
- ORDER HANDLING AND TRAFFIC** — Processes all incoming orders through to Shipping Department for filling and shipping. Routes all incoming and outgoing shipments.
- SALES DEPARTMENT** — Section devoted to communications with all Sheaffer dealers and individual customers.
- ACCOUNTS RECEIVABLE** — Handles records of all accounts outstanding and due to us from our dealers.
- CASHIERS** — Handle all monies received by the company from all sources.
- PAYROLL DEPARTMENT** — Figures pay each employee has earned, writes and distributes checks.
- GENERAL ACCOUNTING** — Compiles and analyses and reports all figures affecting the financial condition of the Company.
- MAIL AND ADDRESSOGRAPH DEPARTMENTS** — Handles all mail leaving the Company; receives and distributes all incoming mail; prepares and addresses special mailings.
- FILE DEPARTMENT** — All general filing of the office is kept in this area.
- EXPORT DEPARTMENT** — Processes all export orders and handles all correspondence with our export trade.
- EXECUTIVE OFFICES** — For members of top management.
- I.B.M. (INTERNATIONAL BUSINESS MACHINES)** — Mechanically compiles and records general statistics.
- PURCHASING DEPARTMENT** — Buys every item used throughout the entire plant, including raw materials, supplies, furniture and equipment.
- MAIN LOBBY** — Terrazzo floors, marble and glass walls.
- END OF TOUR.**

A Thumb-Nail History of the Company

The first lever-fill fountain pen was invented in 1908 by Mr. W. A. Sheaffer. This revolutionary pen was first manufactured in the back room of Mr. Sheaffer's jewelry store located in the 700 block on Avenue G.

The W. A. Sheaffer Pen Company was incorporated and moved to the third floor of the Hesse Building, at the corner of Seventh Street and Avenue G, early in 1913.

In November 1914, the company was moved into a small dairy building at the corner of Avenue H and Fourth Street, the same corner on which we are now completing a building to house our modern Laboratories, Personnel and Development Departments.

1917 found the WASPCO expanding. The old Morrison Plow Works, located in the 300 block on Avenue H, had been purchased for this purpose.

In 1937, Sheaffer's office section moved into the new modern brick building now forming the south wing of this new plant. This is the year air-conditioning was introduced throughout the entire old factory and new office areas.

This year, 1952, the new factory and office building was completed and the departments moved in. Old buildings are being razed to provide additional parking facilities for employees.

Some Facts about the New Building

1. Cost — approximately \$3,300,000.00.
2. Material used—over 500 rail carloads of steel, brick, sand, gravel, cement and other construction materials.
3. Largest electric motor — 450 horsepower.
4. Heated by two 150 horsepower steam boilers, gas fired quickly convertible to oil stand-by equipment.
5. Completely air-conditioned from penthouses on roof.
6. Floor space — 234,216 square feet.
7. General lighting — Fluorescent.
8. Floors are concrete in corridors, Gold Nib, Molding and Maintenance Departments; hard maple, natural finish in all other manufacturing departments except Plating, where a special hard tile floor was needed. Office areas are asphalt tiled. Terrazzo floors in all lobbies and office rest rooms.
9. Automatic sprinkler system throughout entire building for fire protection, with emergency supply of water for this system contained in the huge ball shaped tower on the roof.
10. Capacity of water tower on roof — 75,000 gallons.
11. Diameter of water tower — 28 feet.
12. Top of water tower — 86 feet above Avenue G sidewalk.
13. Water supply — our own deep wells, filter and chlorination plant.
14. Cafeteria — seats 400 people at one time.

Sheaffer Employees

Number — Approximately 1800

They participate in:

- Profit Sharing
- Savings and Profit Sharing Trust Fund
- Vacation Pay
- Six Paid Holidays
- Group Insurance Plan
- Supplemental Workmen's Compensation
- Daily Rest Periods
- Employee Suggestion Plan

Their activities:

An employees' Activities Committee plans a full recreational program that is carried out the year around in either Sheaffer's three story employees' Club House (which includes: a ball-room, two bowling alleys, snack bar, kitchens, men's and women's lounges, guest rooms, modern shower rooms, etc.), or in the summer at the new 43-acre Employees' Recreation Park, which has a night lighted softball field, tennis courts, shelter houses, fireplaces and other picnic facilities.

Their WASPCO Council:

A close relationship between employees and management has been maintained, in spite of the company's continued growth. The employees of each department are represented by a member of their own department, elected to the WASPCO Council which meets once a month with the President of the company and other members of top management.

Other Sheaffer Plants

Plant No. 2 at 18th Street and Avenue "O" here in Fort Madison.

Plant No. 3 located at Mount Pleasant, Iowa.

Canadian plant in Malton (Toronto) Ontario, Canada.

Australian plant — at Melbourne, Australia.

All plants are wholly owned by the W. A. Sheaffer Pen Company, except the Australian Subsidiary in which the company does have controlling interest.

BUILDINGS UNDER CONSTRUCTION

A two story building at the corner of Avenue H and 4th Street, is being completed to house the Sheaffer Laboratories, the Development Department, and the Personnel Division of the Company.

In the near future we will start construction of a new building in the 1200 block on Avenue I. This will be our Tool and Die Division, where we will build all tools, dies and machines for use in the Sheaffer plants.

Both of these buildings will be completely modern with their own air conditioning and heating facilities.